

# Notice of Policy Update

Dear [Vendor Name],

We hope this message finds you well. We are reaching out to inform you of an important update to our policies that will take effect on [Effective Date]. This update is part of our ongoing commitment to ensuring a transparent and productive partnership with our valued vendors.

## Changes to Our Policy

Below are the key changes:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

Please take the time to review these changes and ensure that your operations are aligned with our updated policy.

## Contact Information

If you have any questions or concerns regarding this update, please do not hesitate to reach out to our Vendor Relations Team at [Contact Email] or [Contact Phone Number].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]